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An Equal Opportunity Employer

TO: All DWD Employees

FROM: Charles R Martindale
Deputy Commissioner/Controller

DATE: July 1, 2003

SUBJ: DWD Communication #2002-52
Request for Travel Advance Funds

RE: All Funding Sources Administered by DWD

RESCISSIONS: DWD Communication #98-18, issued November 20, 1998

CONTENT: Due to amendments to the State of Indiana Accounting Manual, published by the State Board of Accounts pursuant to IC 5-11-1-24, it has become necessary to revise the DWD rules for travel advance requests. The State no longer allows advances for certain expenses. The changes are outlined under items 2 and 3 below. DWD employees who are authorized to travel on official state business can receive a travel advance under the following restrictions:

1. Employees who have non-payroll checks direct deposited are **restricted** from receiving Travel Advances. This includes travel checks that are direct deposited.
2. Per the State Accounting Manual (updated May 1, 2000), eligible expenses for which an employee may receive an advance include bus or train tickets, registration fees, and hotel base rate plus applicable taxes.
3. Per the State Accounting Manual (updated May 1, 2000), Travel Advances may **not** be issued for meals, mileage, parking, taxi fares, or other expenses. These expenses will be reimbursed on your travel claim to the extent provided in the State Travel Rules and Regulations.
4. An In-State Travel Authorization form (form 2541) must be submitted prior to, or along with, the Advance Request (if not already submitted).
5. Persons traveling out-of-state, who wish to receive a Travel Advance, must submit the Travel Advance Request along with the Out-of-State Travel Authorization (SF823).

6. The amount of the advance for any one trip cannot exceed 90% of the estimated lodging expense or \$500, whichever is less. For back-to-back, or two week out-of-state trips, the advance shall not exceed 90% of the estimated lodging expense or \$1,000, whichever is less.
7. The minimum Advance Request that will be honored is \$125.00. Therefore, the allowable 90% advance figure must equal \$125.00 or more. The cost of processing each advance request has been calculated to cost DWD \$125.00.
8. ***The total amount of any advanced travel funds must be repaid before additional requests will be approved or advances given. A travel reimbursement voucher involving an advance must be filed no later than one working day after return from the trip (per the Collateral Commitment clause signed by the requestor.) If an advance travel claim is received by the Accounts Payable Section and has been cleared for processing before another advance is needed, the original advance will be considered resolved and a check can be released for the next advance.***
9. To receive an advance, the employee must be “in good standing” with the travel advance system. The term “in good standing” is defined as anyone who has previously received one or more advances and promptly filed his/her travel reimbursement voucher to repay the fund within one (1) working day of return to the office (as specified on the Request for Advance form). If an employee submits his/her travel voucher and the amount advanced is more than the actual expenses, the employee will owe the difference to DWD. The Accounts Payable Section will issue only one (1) invoice for reimbursement to the Advance Account. Such reimbursements must be received within five (5) work days. Delinquent repayments will be immediately referred to the Deputy Commissioner/Controller who is personally liable under State statutes for all travel advance repayments. Accounts Payable reserves the right to refuse Advance Requests received from any staff person not considered “in good standing.”

To request an advance travel check, Form 2535, Request for Advance Travel Funds, must be submitted, through the employee's supervisor, to Accounts Payable (AP) at least fourteen (14) calendar days prior to the travel. Requests received less than fourteen (14) calendar days prior to travel will only be considered in cases of emergency, as approved by the Deputy Commissioner/Controller. A sample Form 2535 with instructions for preparation is attached. Form 2535 may be obtained from the DWD Stockroom. The only signatures that are required before submission to AP are the employee's and the employee's supervisor. AP will obtain the Controller's signature. FAX copies of requests are **not** acceptable. Advance Requests must contain original signatures in order to meet required audit standards.

It is important the Accounts Payable Section be notified of any changes that occur to already approved requests. This would include:

- any changes in travel and/or training dates; and/or
- cancellations of travel or training.

In these instances, any checks already issued must be returned to the Accounts Payable Section. If the check(s) have already been cashed, the employee is to **immediately** return the funds via personal check, money order, or cashier's check for the full amount advanced. All checks or money orders are to be made payable to the Indiana Department of Workforce Development.

EFFECTIVE DATE: July 1, 2003

REVIEW DATE: July 1, 2003

ENDING DATE: June 30, 2005

ACTION: DWD employees are eligible to request a travel advance provided the above requirements are met. If you have any questions, please feel free to contact Missy Wolfe, Assistant Manager of Accounts Payable, at 233-6673 or Pat Tweedy, Accounts Payable Manager, at 232-7726.

OWNERSHIP: Accounts Payable

CRM/PLT:pt

Attachments